

# Changing Due Dates

When a new booking is created the due date is determined by the deposit rule on the product. Different products have different due dates determined by policy. These instructions describe how to change the due dates from the prepopulated values when necessary.

The due date for a booking can be seen on the header tab.

The screenshot shows a software window titled "Ferry Booking Form TEST CarRes TEST 4.3 build A (CBFERRY 2.850a.F11) [ITROSKAM@DOTMWCOIT169430.SEAFORMS.ALMCTEST] 11.57 PM". The form is divided into several sections:

- Header:** Booking 1035626, Due Date (blank), OK Firm, Agent AMHS, ALASKA MARINE HIGHWAY SYSTEM, Clerk (blank), Prom 9. Guest ID ITROSKAM, Last Name Roskam, Given Name Ian, Tit T, Phone nbr (blank), Lng E, Cty US, Cur USD, Mop CAS, Ap (checked), Fs (blank), Broch ALL\_PROD, All products 69.00, Prod DEFAULT, Default product 69.00 to pay.
- Address information:** C/O Addr (blank), Div Addr (blank), Post Addr (blank), ZIP / State 99901, Visiting Addr (blank).
- General information:** Campaign (blank), Resp.Usr (blank), Resp.Agent (blank), E-ticket ID (blank), E-ticket type (blank), Ext tok ID (blank), Book ref (blank), Agent Note (blank), Ext Note (blank), Int Note (blank).
- Payment and confirmation information:** Deposit .00, Final amt 69.00, Paid .00, Invoiced .00, Comm .00, Canx fee .00, Conf (blank), Sec code IFVH, Bonus (blank), Due Date 06/23/2016, Invoice (blank), VAT .00, VAT on com 0.00, Status BATCH, Created 06/22/2016 08:56 AM by ITROSKAM, Changed 06/22/2016 08:56 AM by ITROSKAM, Master Booking (blank), Child Quantity 0, Last check date (blank).
- Additional contact information:** Cnt, Info, Note, S I, S...
  - EMAIL: ian.roskam@alaska.gov
  - CELL: +19078211545
  - COMP: Alaska Marine Highway System
- Payment transactions:** Table with columns: Date, Method, Amount, Currency, Rate, Amount, Payee, Remark.

Buttons at the bottom: Availability, Price Ayl, Pay, Cancel, Clear (F7), Check in All, Board All, New, Save (F10), Delete, Refresh, Exit.

This date is used to determine when a booking will be picked up by the AutoCancel process.

To change due date select Function->Update Fees and Due Dates (Alt+UF) from the menu.

File Reports **Function** Information Customer

**Ferry Book** Copy Journey  
 Copy Booking  
 Move Open Journey Shift + F5  
 Rollback changes Shift + F7  
 Reinstate booking  
 Set Booking Country  
 Set Revenue Clearance

**Address info**  
 C/O Addr  
 Dlv Addr  
 Post Addr  
 ZIP / State 995  
 Visiting Addr

**Additional c**  
 Cnt  
 EMAIL lan.  
 CELL +19  
 COMP Ala

**Payment tra**  
 Date

Manual Price  
 Create new invoice  
 Create Record F6  
 Cabin / Room Assignment  
 Cabin / Assignment Deck Plan  
 Name Assignment to Cabin  
 Keycard  
 Name receipt / ticket  
 Move Booking Item  
 Change Arrival Time  
 Board Booking Item  
 Update Next of Kin  
 Package Booking  
 Split Cabin Row  
 Split Row  
 Bulk Book  
 Template Booking Shift + F8  
 Update Fees and Due dates

**Update Fees and Due dates TEST CarRes TEST 4.3 build A (CRUPFEE 1.16) [ITROSKAM@DOTMWCOI]**

Booking No	Name	Currency	Total Price
1035626	Roskam	USD	69.00

Locked		Unpaid						
Deposit	Due date	Deposit	Final amount	Due date		Paid	Balance	To be Inv
		0.00	69.00	06/23/2016	<input type="checkbox"/> Locked	0.00	69.00	0.00

Commission 0.00

Save Exit

Update the second Due date box to the desired date.

Press Save